

Clubs & Amenities Meeting

January 21, 2019

Present: Marilyn Mason, Benson Meyers, Mary Delamater, Valerie Schuyler

To Do

1. **Valerie** will contact the office to reserve a room for the February 7th meeting (email sent, requesting the Banquet Room, only available room)
2. **Valerie** will ask Ronnda about need for sub-HOAs to fill out Club Registration form in order to reserve a room for regular meetings, including their Board meetings and an annual meeting (email sent).
3. **Committee members** will each write a draft of a newsletter article for the February newsletter in which the process for Club Registration is briefly outlined. Drafts will be brought to the meeting on February 7 (1:30, Banquet Room) and combined into an article which is due to the office the next day, February 8.
4. Process for notifying clubs of Club Registration:
 - a. **Committee members** will call Presidents named on Club List of 10/8/2018, as assigned, to:
 - 1) alert them to the process of Club Registration
 - 2) get name and contact number of a new president if there is one
 - 3) tell them about the newsletter article in the March newsletter
 - 4) tell them they will be receiving a Club Registration form in the mail
 - 5) tell them the Club Registration form is **due in the KCCA office on March 29th** in order to reserve their day/time/place for their club's meetings.
5. **Valerie** will contact Marcia about calling members and mail her the list with her assignment.
6. **Valerie** will contact presidents of "Private Clubs" to determine if these clubs should be open to KCCA members, with qualifications specified by club presidents when contacted.
7. **Marilyn** will arrange for mailing of Club Registration forms, including the instructions.
8. Between March 25 – 28 **Committee members** will call presidents of clubs for which Registration forms have not been received

Tasks for Future meetings

1. February 7th: Combine drafts for March Newsletter article (due 2/8)
2. February 7th: Check in on process for calling club presidents & mailing club registration form. Make a list of new club presidents to give to office.
3. Firm up the weekend and evening times available for paid/all-community events.
4. Determine how the committee will review submitted Club Registration forms for qualification as a club and for day/time/place requested, giving priority to existing clubs who keep their same day/time/place.
5. Submit club schedules to the office for publication in the newsletter.
6. Determine mission of Committee, e.g., assess usefulness of Club Registration form and recommend changes for new clubs and all clubs for registration in the future? Review new club requests? Monitoring scheduling conflicts? Monitoring actual use of spaces scheduled? Other?